

Department of Health and Human Services
Public Health Service
Indian Health Service

Vacancy Announcement

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

Announcement No:

IHS-OCA-08-12

Opening Date:

August 1, 2008

Closing Date:

Closes December 31, 2008

Area of Consideration:

**Local Commuting Area Only
And Any Qualified Indian Candidates**

POSITION TITLE, SERIES, GRADE

Pharmacy Aid/Technician, GS-0661-3/4/5

- No promotion potential beyond GS-5

SALARY RANGE:

- GS-3 \$23,667 - \$30,767
- GS-4 \$26,569 - \$34,545
- GS-5 \$29,726 - \$38,639

OFFICE LOCATION:

Bemidji Area IHS facilities

- Cass Lake Indian Health Service, Cass Lake, MN.
- Red Lake Indian Health Service, Red Lake, MN.
- White Earth Indian Health Service, Ogema, MN

May be adjusted for present/former employees

Number of Vacancies: Position to be filled as vacancy occurs.

This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/resumes on a year round basis and eligible qualified applicants are placed in the applicant supply file (ASF) for a period of six (6) months. This announcement may be used to fill jobs with multiple appointment terms: permanent, temporary or term.

Your application will be included in the file of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills and or job preference.

Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.

CONDITIONS OF EMPLOYMENT:

- Positions may be permanent, temporary, term, full-time, part-time or intermittent.
- Promotion potential: Positions may be filled at one of the grade levels listed above. Depending on location, some permanent positions may have promotion potential to GS-5 level.
- Incumbents of these positions are Subject to on-call, call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled
- If a candidate outside the local commuting area is selected travel may be paid.
- All supporting documents (SF-50B, KSAs, etc.) must be received to complete your application package.

BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES: This position is located in the pharmacy department at the various Indian Health Service that provided general professional work in the field of pharmacy and is located at the IHS inpatient/outpatient facility in the Bemidji Area. The incumbent prepares sterile solutions, interprets doctor's orders; obtains necessary ingredients; measures and mixes additives for IV's; prepares labels and labels final product. Maintains records of the manufacturing process and supplies the products for delivery. Manufactures products requiring compounding which are made in large batches for more than one patient. Manufactures products to fill single prescriptions or drug orders that require compounding. Enters correct drug, strength, dosage form and quantity into patient's computerized record. Compounds and/or reconstitutes oral and non-sterile external medications. Verifies simple non-sterile compounds. Explains pharmacy policies and prescription direction to patients. Occasionally instructs and supervises untrained assistant (e.g. students, volunteers) in performance of simple pharmacy tasks. Performs other duties as assigned.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Basic Requirements:

Specialized Experience:

Qualifying specialized experience may have been gained in hospital pharmacies, retail pharmacies or in pharmaceutical firms or laboratories. Experience may have provided a basic knowledge of:

- Pharmaceutical nomenclature
- Characteristics, strengths and dosage forms of pharmaceuticals
- Pharmaceutical systems of weights and measures
- Variety of procedures and techniques involved in the care, storage, repacking, bulk compounding and distribution of pharmaceuticals.

Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements.

OR:

Education and Training:

For GS-3: Successful completion of 1 year of study that included a course in biology, chemistry or physics.

For GS-4: Successful completion of 2 years study in pharmacy or pharmacy technology that included at least 12 semester hours in courses in care, storage, distribution and preparation of pharmaceuticals and appropriate laboratory work.

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor's degree with major study in pharmacy or that included at least 24 semester hours in pharmacy related courses.

Successful completion of a course for medical technicians, hospital corpsmen, medical service specialists or hospital training obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision is creditable on a month-for-month basis for general experience.

Successful completion of a pertinent specialized training course(s) in pharmaceutical and pharmacy practices while serving in the Armed Forces is creditable on a month-for-month basis up to the 1 year of specialized experience.

Proficiency requirements: Applicants for this position must show possession of Office Automation skills and must have typing proficiency of 40 words per minute. Applicants can self-certify that they can type a minimum of 40 words per minute by indicating it on their application and signing the application.

TIME-IN-GRADE REQUIREMENTS: Federal status candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

EVALUATION METHOD AND RANKING FACTORS: Applicants who meet the basic qualification requirements described in this announcement will be further evaluated to determine whether or not you are highly qualified for this position. You should consider work or related experience, education, training, awards, outside activities, performance appraisals, etc., for each of the Knowledge, Skills and Abilities (KSAs), listed below. Applicants must address the KSAs or will not be considered. The information provided will be used to determine the, "Best Qualified" candidates.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veteran's Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if your score is 85 and above.

Applicants must address the following Knowledge, Skills and Abilities (KSAs) on separate bond paper:

1. Knowledge of technical pharmaceutical work, i.e., pharmaceutical nomenclature, characteristics, strengths and dosage, weights and measures and thorough knowledge of the routines and procedures of pharmacy.
2. Knowledge of the pharmacy computer system and electronic health records.
3. Knowledge of a variety of pharmacy procedures and skills in operation and care of a variety of pharmacy equipment.

WHO MAY APPLY:

Merit Promotion Candidates: Applications will be accepted from status eligible applicants (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service and those who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

➤Candidates **must indicate** whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.

Veteran's Preference: Veterans who are preferences eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Displaced Federal Employees: SPECIAL SELECTION PRIORITY PROVISIONS: FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES UNDER A CAREER TRANSITION ASSISTANCE PLAN (CTAP).

A. CTAP (For Non - DOD Agencies Only)

If you are currently an employee who has received a Reduction-in-Force (RIF) separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a direct reassignment or transfer of function outside of the local commuting area, you may be entitled to special selection priority under the Career Transition Assistance Plan (CTAP). To receive this priority consideration you must:

1. Be a current Indian Health Service career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and you are still on the rolls of the Indian Health Service. You must submit a copy of the RIF notice, CES, or notice of proposed separation with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the Indian Health Service in the same commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to succeed in the position without undue interruption. Under IHS merit promotion procedures, the employee will be rated and ranked against an established cut-off score to determine the best-qualified applicant.

B. ICTAP (for all Federal Agencies)

SPECIAL SELECTION PRIORITY PROVISIONS FOR DISPLACED FEDERAL EMPLOYEES UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special selection priority under the Interagency Career Transition Assistance Plan (ICTAP). To receive this priority you must:

1. Be a displaced Federal employee. You must submit with your application a copy of the appropriate documentation, such as a RIF separation notice, a Standard Form 50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. The following categories of persons are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employee who:
 - 1)Received a specific RIF separation notice; **or**
 - 2)Separated because of a compensable injury or illness, whose compensation has been terminated, and whose former agency certifies that it is unable to place; **or**
 - 3)Retired with a disability and whose disability annuity has been, or is being, terminated; **or**
 - 4)Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF," or retired under the discontinued service retirement option;

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under Section § 8337(H) or § 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 3. Have a current (or last) performance rating of record of at least fully successful or the equivalent. You must submit a copy of this performance rating with your application package. (*This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.*)
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting selection priority.
 5. File your application by the closing date of the vacancy announcement and meet all of the application criteria (e.g., submit all required documentation, etc.)
 6. Be rated "well-qualified" for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to satisfactorily perform the duties of the position upon entry. Under IHS merit promotion procedures, the employees will be rated and ranked against an established cut-off score to determine the best-qualified applicant.

Reasonable Accommodation for Disabled Applicants: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify contact below. The decision on granting reasonable accommodation will be on a case-by-case basis.

WHERE TO APPLY:

**Indian Health Service
Bemidji Area Human Resources
522 Minnesota Avenue
Bemidji, MN 56601**

- A copy of this announcement may be obtained by calling **Human Resources** (218) 444-0487. Vacancy Announcements may also be downloaded from the **OPM Website - USAJOBS**, www.usajobs.opm.gov or **IHS Website**, www.ihs.gov.
- For additional information, contact the Division of Human Resources at (218) 444-0487.
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a "Declaration of Federal Employment" (OF-306) and Addendum to OF-306 (Child Care and Indian Child Care Worker Positions) to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

Signature of Applicant

THE IHS is a SMOKE-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY

Choose one of the following forms to apply for this job.
Please submit one application or resume for each different job.

Optional Application for Federal Employment
(Form number OF-612)

Resume or Other written application format with information requested below.

***If your resume or application does not provide all the information we request, you may lose consideration for a job.
Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts, if applicable. **Education will NOT be given credit without them.**

WORK EXPERIENCE

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (**if Federal, please indicate series and grade & submit SF-50**)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (**month and year**)

Hours per week

Salary

Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

KSA Ranking Factors (see vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER

A. Current Billet description.

B. Most recent "Commissioned Officers Effectiveness Report".

C. All other documents specified in this announcement including KSAs, transcripts, registration, etc."

INDIAN PREFERENCE

Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.

Preference will not be given unless a copy of the 4432 is attached to the application.

VETERAN PREFERENCE

Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veteran Preference, Form SF-15.

To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.

FEDERAL EMPLOYEE

(Current, former, or displaced)
A. Notification of Personnel Action, SF-50.

B. Most recent numerical performance rating.

Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.

Applicant Background Survey**GENERAL INSTRUCTIONS**

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:**B. Year of Birth:****C. For Agency Use:****D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.****E. Ethnicity**

- ☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ NOT HISPANIC or LATINO

F. Race (select one or more)

- ☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex

- ☐ Male
- ☐ Female

H. Disability

A person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- | | |
|--|--|
| <input type="checkbox"/> I do not have a disability | <input type="checkbox"/> Convulsive disorder |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Mental retardation |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Mental or emotional illness |
| <input type="checkbox"/> Missing extremities | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis | |
| <input type="checkbox"/> Complete paralysis | |
| <input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>): | |

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. **Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.